DETAIL
CENTREX USER GUIDE

Feature		Instructions
INTERNAL CALLING		Lift handset; dial tone is heard. Dial desired 4 digit number.
EXTERNAL CALLING		Lift handset; dial tone is heard. For local call, dial 9 + 7 digits, long distance 1 + Area Code + 7 digits.
CALL TRANSFER	To Activate	Advise calling party that you are going to transfer call. Press LINK button or switchhook once momentarily. Pause for special dial tone. (Three quick beeps followed by dial tone.) Dial new number, if you receive a busy / no answer, pre LINK button or switchhook twice to return to calling party.
CONSULTATION HOLD	To Activate	Place original call on hold by pressing LINK button or switchhook once momentari Pause for special dial tone. Dial third party's telephone number.
	To Reconnect	Press LINK button or switchhook twice.
THREE-WAY CONFERENCE	To Activate	Place original call on hold by pressing LINK button or switchhook once momentari Pause for special dial tone. Dial third party's telephone number. After third party answers, press LINK button or switchhook once more. Now all three parties are connected.
CALL HOLD	To Activate	To place a call on hold, press LINK. Dial *85. Confirmation tone is heard. Replace handset.
	To Reconnect	Lift handset.
CALL PICKUP	To Respond	Lift handset; dial tone is heard. Dial *77. You are connected to call.
CALL FORWARD	To Activate	Lift handset; dial *88, pause for special dial tone. Dial number where your calls are to be forwarded. Confirmation tone is heard. Replace handset.
	To Cancel	Lift handset. Dial *89. Confirmation tone is heard. Replace handset.
RING AGAIN	To Activate	When calling an extension that is busy, press LINK then dial *99. Confirmation ton is heard. Replace handset.
	To Cancel	Lift handset and dial *99.
SPEED CALL *71 (0-9)	To Program or Change	Lift handset; dial tone is heard. Dial *71, pause for special dial tone. Dial code on which number is to be stored. (Ex. 0, 1, 2. . . . .9). Dial number including access code for outside lines and # key. Confirmation tone is heard. Replace handset.
	To Use	Lift handset; dial tone is heard. Dial * plus code on which number is stored. (Ex. *1, *2, etc.)
	To Delete	Lift handset; dial tone is heard. Dial *71; pause for special dial tone. Dial code on which number is stored. Press # key; confirmation tone is heard. Replace handset.
CALL PARK	To Activate	To park a call against your extension; press LINK, dial *72; confirmation tone is heard. Replace handset.
	To Retrieve	From any telephone in same pick-up group, lift handset. Dial *73, pause for special dial tone. Dial the extension number call is parked against to reconnect call.
CALL WAITING	To Respond	Call waiting tone is heard during conversation (two short beeps). To answer new call, press LINK button or switchhook once momentarily (first call will be put on hold), talk to incoming caller, Press LINK button or switchhook to alternate between callers, or abandon current call by replacing handset. Ringing tone is heard. Lift handset to converse with new caller.
CALLING CARD	To Use	Dial 9 + 0 + the number / Immediately after dial tone enter Calling Card Number.

LAST NO RE-DIAL # #
CALL BLOCK * 87
CALL TRACE * 53

1.00 ser
charge
to out
no.
each call